

Module 4

Chapter 6

Mass Actions

Chapter Overview

Introduction

The purpose of this chapter is to provide information to process Mass Realignments and Mass Pay Adjustments.

- Mass Realignments – used with reorganization
- Mass Pay Adjustments – used with annual pay adjustment
- The first two **Navigation List** items, *Preview Mass Realignment* and *Final Mass Realignment*, are not used by DoD.
- The *Custom Mass Realignment* menu item is available as a “rough draft” window (Managers would use this to create their mass realignment file for the Personnelist to execute file). It displays exactly like the **Mass Realignment [Final]** window, but without the <Execute> Taskflow Button. A Realignment can be created by clicking either the *Custom Mass Realignment* or the *Custom Final Mass Realignment* menu item. A Realignment can only be executed in the **Mass Realignment [Final]** window.



Chapter Contents

Topic	Page
Processing a Mass Realignment	2
Before You Begin	2
Who Does It	3
Previewing Your Action	7
Adding Legal Authority Codes and Remarks	8
Executing the Realignment	9
Locating and Correcting Errors	11
Processing Mass Pay Adjustments	12
Before You Begin	12
Processing Mass Salary	13
Submitting Processes and Reports	16
Initiating Future Dated SF52 for Processing	18
Accessing the Request Log	19
Printing the NPA (SF-50)	19
Viewing Current Pay Tables	21
Viewing Past Pay Tables	23

Processing a Mass Realignment

Purpose

This section provides information on how to process mass realignments that allow for an efficient processing of a group of similar personnel actions.

Before You Begin

- If your organization is changing, you must first build a position organization address before you begin the realignment.
- A realignment is the movement of one or more positions, along with the employee(s) occupying the positions, when all of the following conditions are met:
 - An organization change occurs; for example, a reorganization or transfer of function.
 - Any employees involved remain in the same agency.
 - Although locality payments may or may not change, there is no other change in employees' position, grade, or pay.
- A mass realignment can be used when the same personnel action applies to two or more positions, provided the following characteristics are the same for all of the personnel actions:
 - Effective date.
 - Nature of action.
 - Authority code.

In addition, the personnel actions required to document a realignment would be the same as those to process an individual RPA.

- A US Appropriated Fund realignment is defined by OPM as Nature of Action (NOA) 790, whether the RPA is processed individually or part of a mass action. When a vacant position is realigned, there is no RPA because no employee is directly affected. The NOA used for a mass realignment does not apply to the position action of realigning vacancies.
- You should coordinate with your System Administrator when you plan to process a Realignment. They will need to run Futures and Batch Print. Unencumbered positions do not require Futures and a Batch Print.
- If Geo Loc (geographic location) changes and locality pay changes, use NOA 895.
- Once you Save your realignment in Preview or Final, you cannot change the document.


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Chapter Overview, Continued

Who Does It







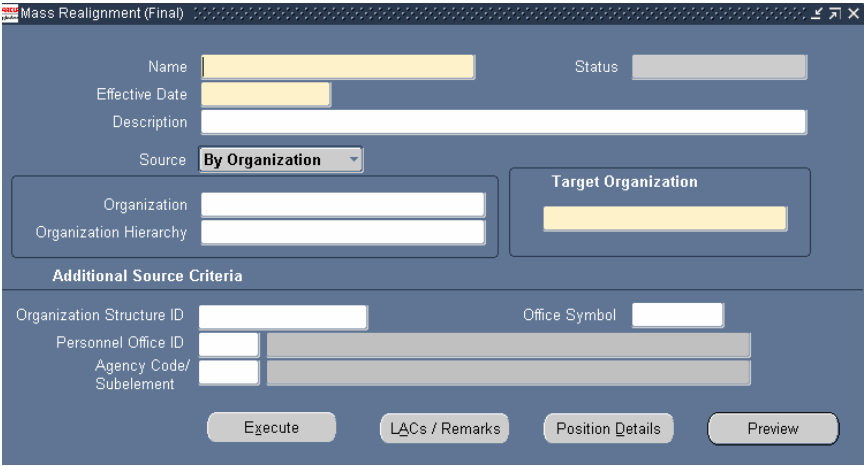
The capability to create and execute a Mass Realignment is available in the CIVDOD Personnelist, Classifier, and Staffer responsibilities.

Taskflow Button	Function
<Execute>	Processes your action by submitting it to update the database.
<L <u>A</u> Cs/Remarks>	Displays the Legal Authority Code and Remarks window. Authority code(s) and any remarks saved on this window will apply globally to the mass realignment.
<P <u>o</u> sition <u>D</u> etails>	<p>Displays the first of two windows where data to be changed in the mass realignment may be input and saved. The first is the Mass Realignment (Position Details) window. This window has an <Additional Details> Taskflow Button which when clicked, displays the Mass Realignment (Position Additional Details) window.</p> <p> Note: Once the information on the Position Details windows is saved, it cannot be overwritten. You should not save the Mass Realignment until the information on the Position Details window is ready to finalize. If erroneous information is saved, create a new realignment with a new name and process it instead of the erroneous one.</p>
<P <u>r</u> ev <u>i</u> ew>	Displays the Mass Realignment (Preview) window where the positions (and their incumbents, if any) for the realignment can be viewed and selected or deselected. Also, a data element change not applicable to all positions in the realignment may be input and saved on this window.

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Processing a Mass Realignment, Continued





Who Does It (continued)

Step	Action
1	Navigation Path  <i>Mass Actions</i>  <i>Mass Realignment</i>  <i>Custom Final Mass Realignment</i>  <Open>
2	<p>The Mass Realignment [Final] window opens with four taskflow buttons.</p> 
3	With your cursor in the Name data field, type in a unique name for the realignment you are creating.
4	Click the LOV icon to select a date in the Effective Date data field.
5	Type in the required information in the Description data field. This is an optional free-form field where you can record pertinent information for reference. For example, “RM directed realignment to implement IG Report #507
6	The Status data field is system-generated to show the progress of your realignment; i.e., Unprocessed, Submitted, etc. No action is required
7	The <i>By Organization</i> drop-down menu does not change in the Source Region .
8	Click the LOV icon to complete the Organization data field. This is the organization realignment that the positions will be moving From .
9	Click the LOV icon to choose the Organization Hierarchy . This is an optional field.

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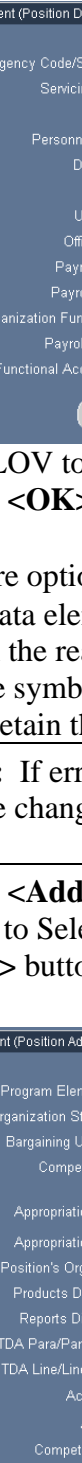

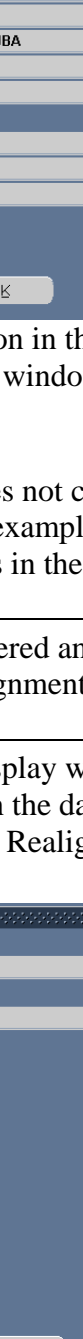
Processing a Mass Realignment, Continued

Who Does It (continued)

Step	Action
10 	<p>Click the LOV icon to choose the Target Organization. This is the organization that realigned positions will be moving To.</p> <p>Notes:</p> <ul style="list-style-type: none"> • The “From” and “To” organizations may be the same. • The Additional Source Criteria is used to limit the positions the system brings to the Mass Realignment (Preview) window as possible participants in the Realignment being processed. Completing a field filters out all positions that do not match the criteria. For example, if you put “FPH” in the Organization Structure ID field, only positions with an Org Structure Code = “FPH” will be eligible for inclusion in your realignment, and only those positions will appear on the Mass Realignment (Preview) window. You may complete all, none, or a combination of the four Additional Source Criteria fields. When more than one of these fields is input, only positions that satisfy all of the Additional Source Criteria displays on the Mass Realignment (Preview) window.
11 	<p>Type the Organization Structure ID in the Additional Source Criteria Region. This is an optional field.</p> <p>Note: Complete this field, if you want to limit selection of positions to realign to a specific organization structure code.</p>
12 	<p>Click the LOV icon to select the Personnel Office ID (optional).</p> <p>Note: Input this field, if you want to limit selection of positions that you want to realign to a specific personnel office</p>
13 	<p>Click the LOV icon to select the Agency Code/ Subelement (optional).</p> <p>Note: Input this field, if you want to limit selection of positions to realign to a specific agency code and subelement combination.</p>
14	Type the Office Symbol in the data field. (optional)

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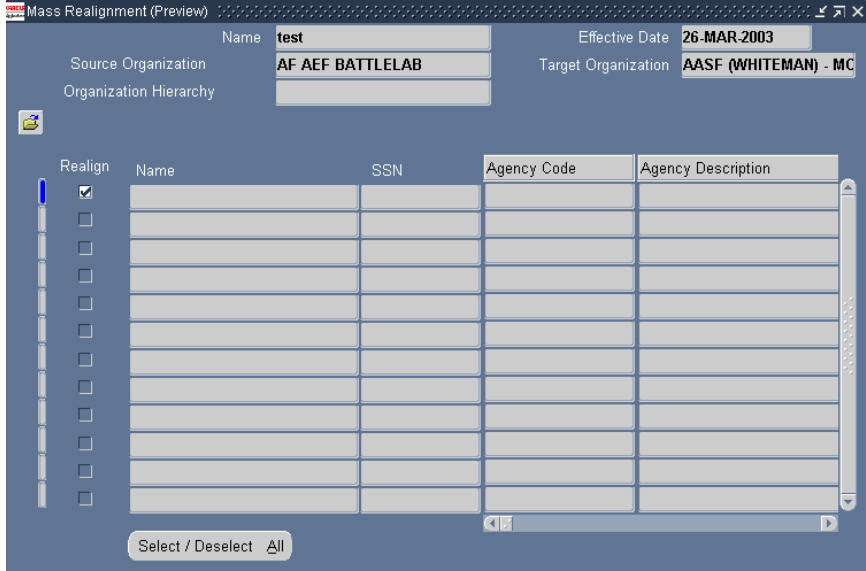

Who Does It

Step	Action
15 	<p>Click the <Position Details> button.</p>  <p>Use the LOV to select or Type the information in the data fields. Click the <OK> button to return to the main window.</p> <p>Notes:</p> <ul style="list-style-type: none"> • All are optional data fields. • If a data element is blank, the system does not change the data when the realignment is processed. For example, if a new office symbol is not entered; all positions in the realignment will retain their current office symbol.
	<p>Caution: If erroneous data elements are entered and saved, they cannot be changed. Create a new mass realignment to correct the error</p>
16	<p>Click the <Additional Details> button to display window. Use the LOV to Select or Type the information in the data fields Click the <OK> button twice to return to the Mass Realignment window</p> 

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Processing a Mass Realignment, Continued


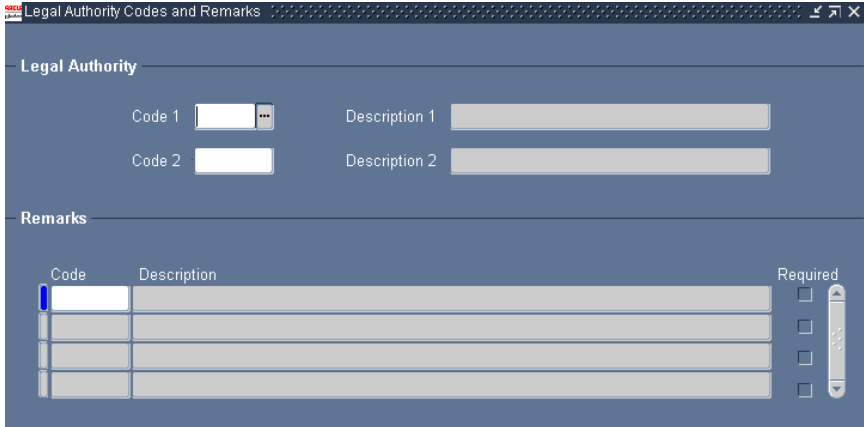
Previewing Your Action

Step	Action
17	<p>In the Mass Realignment window, click the <Preview> button. The window opens with a <i>Realign</i> Checkbox position information and the data elements from the two previous windows populated; . As you scroll through the columns, the <i>Name</i> and <i>SSN</i> columns remain visible. The <i>From</i> information cannot be updated and the <i>Target</i> columns are populated only if values are to be changed in the realignment. You can input additional or change the data in Target Columns if necessary.</p> 
	<p>Note: The check mark in the <i>Realign</i> Checkbox indicates the position on the line next to it is to be included in the realignment. Remove the check mark <u>not</u> to be included the position on the line. The window initially appears with all positions selected for inclusion in the realignment unless, these individuals are part of another mass realignment file that has not yet been processed. If that's the case, the employees will come across in preview as not checked, and if they are part of this realignment, you must check that record. If a large number of positions appear on the window, but only a few are to be realigned, click the <Select/Deselect All> button to remove the check mark from the Realign Checkboxes. Then, select the few positions to be included by individually placing a check mark in the Realign Checkbox. Note: If you select/deselect records, please save, return to main screen, then navigate back to preview. Review preview to make sure the target data flowed across in the target columns.</p>
18	<p>Exit the window to return to the Mass Realignment (Final) window. Once you have “Executed” or “Processed” the action, The <Preview> button is grayed out.</p>

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Processing a Mass Realignment, Continued

Adding Legal Authority Codes and Remarks

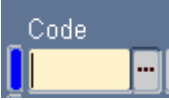
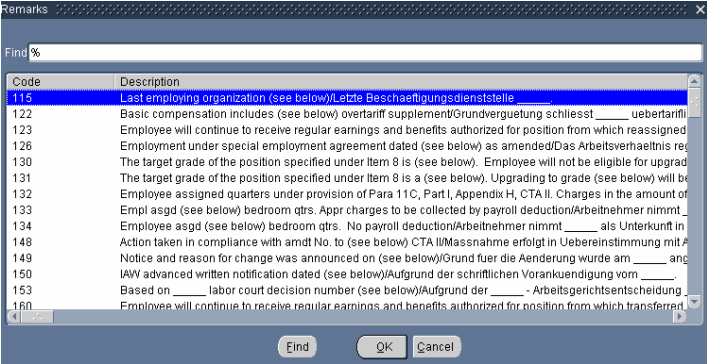

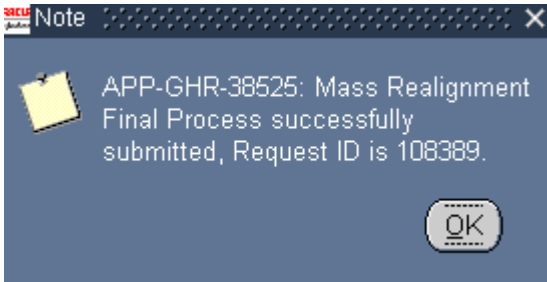
Step	Action																										
19	<p>Click the <LACs/Remarks> button. The Legal Authority Codes and Remarks window opens. Place the in the Legal Authority Region, <i>Code 1</i> data field, click the LOV icon.</p>  <ul style="list-style-type: none"> At least one LAC is required, Remarks are optional. The Required Checkboxes on the Legal Authority Codes and Remarks window are not used. There are no required Remarks for realignment. 																										
20	<p>The First Legal Authority Codes 1 window opens select UNM or ZLM then click the <OK> button.</p> <thead> <tr> <th>Code</th> <th>Legal Authority</th> </tr> </thead> <tbody> <tr> <td>BPM</td> <td>CS Rule 8.3</td> </tr> <tr> <td>UNM</td> <td>---</td> </tr> <tr> <td>USM</td> <td>---</td> </tr> <tr> <td>V8K</td> <td>32 U.S.C. 709(b)</td> </tr> <tr> <td>V8N</td> <td>32 U.S.C. 709</td> </tr> <tr> <td>Z2U</td> <td>P.L. 103-337</td> </tr> <tr> <td>Z2W</td> <td>P.L. 104-106</td> </tr> <tr> <td>ZKM</td> <td>---</td> </tr> <tr> <td>ZLM</td> <td>---</td> </tr> <tr> <td>ZNM</td> <td>---</td> </tr> <tr> <td>ZTU</td> <td>28 U.S.C. 602</td> </tr> <tr> <td>ZVC</td> <td>P.L. 107-71</td> </tr> </tbody>	Code	Legal Authority	BPM	CS Rule 8.3	UNM	---	USM	---	V8K	32 U.S.C. 709(b)	V8N	32 U.S.C. 709	Z2U	P.L. 103-337	Z2W	P.L. 104-106	ZKM	---	ZLM	---	ZNM	---	ZTU	28 U.S.C. 602	ZVC	P.L. 107-71
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Chapter Overview, Continued


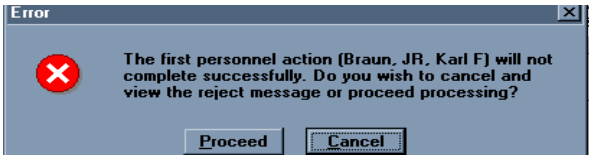
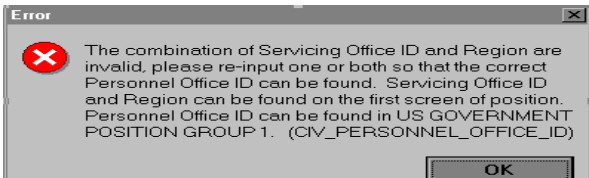
Adding Legal Authority Codes and Remarks (continued)

Step	Action
21	<p>Place the cursor in the Code data field of the Remarks region,</p>  <p>click the LOV icon to select a Remarks code. Click the <OK> button</p> 
22	<p>After selecting a code a Remark insertion window will appear. This is an optional field. click the <OK> button</p> 
23	Click Save icon and exit the window.
24	<p>The Mass Realignment (Final) window opens. Click the <Execute> button. A Message box appears informing you the Realignment Final Process was successfully submitted.”</p>  <p>The system checks if the realignment will process for a random person, unless all of the positions being realigned are vacant.</p>

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Chapter Overview, Continued

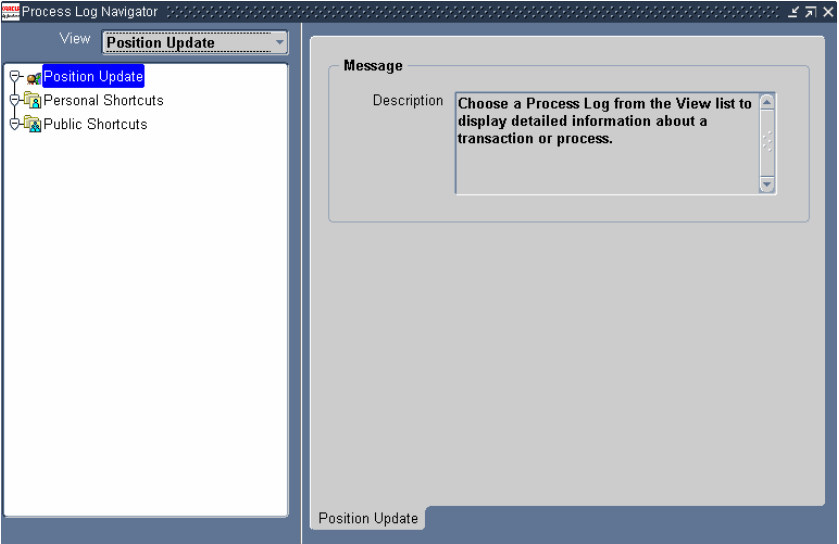

Adding Legal Authority Codes and Remarks (continued)

Step	Action
25 	<p>If you receive an Error Message stating the first personnel action will not complete successfully, you have the option to <Proceed> or <Cancel>.</p> <p>Note: The system is checking the personnel action it first encounters which may or may not be the first action that displays on the Error Message.</p> 
26	<p>If you click the <Cancel> button, then you get a second Error Message that explains what caused the failure.</p> 
27	<p>Correct your error(s) as necessary on the Position Details window then click the <Execute> button again when ready to process.</p> <p>Individual realignment actions that do not successfully pass the business rules will create a Request for Personnel Action with NOA 790, routed to the “WGIPERSONNEL” groupbox.</p> <p>A report generates automatically to your default printer to identify any positions that became invalid as a result of processing the Realignment.</p>

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Chapter Overview, Continued

Locating and Correcting Errors

Step	Action
1	Navigation Path ⌵ <i>Federal Maintenance Forms</i> ⌵ <i>Process Log</i> ⌵ <Open> .
2	<p>The Process Log window opens.</p> 
	<p>Select a process from the list to view results</p> 
3	Access your Civilian Inbox to correct errors on the RPAs or click the <Position Details> button on the Mass Realignment window to correct position errors.

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Processing Mass Pay Adjustments

Purpose

To provide information on how to process mass pay adjustments. The mass salary process accomplishes an update of the employee HR record, of the personnel action, and payroll interface flow required to implement new or updated pay schedules.

Before You Begin**DoD WILL PROVIDE ANNUAL PROCESSING INSTRUCTIONS WITH CURRENT EXECUTIVE ORDER, ETC.**

- All pay schedules and locality percentage tables are centrally created for the HR system and are date sensitive. Table loads must be completed before a Mass Salary Execution is done.
 - Mass Salary Preview may be run at any time, with or without benefit of salary schedule table update, to identify the records that will be selected for processing with the run. You have the option to deselect records by name in the preview run and save the changes for use in the execution run.
 - Table updates will be released by the system maintenance contractor for loading on the appropriate date based on the effective date of the pay table(s) being updated. Patch documentation and technical load instructions should be reviewed to determine the actual date of patch load and any other unique processing instructions.
 - Separate Mass Salary runs are required for each pay table number being applied.
-

Who Does It


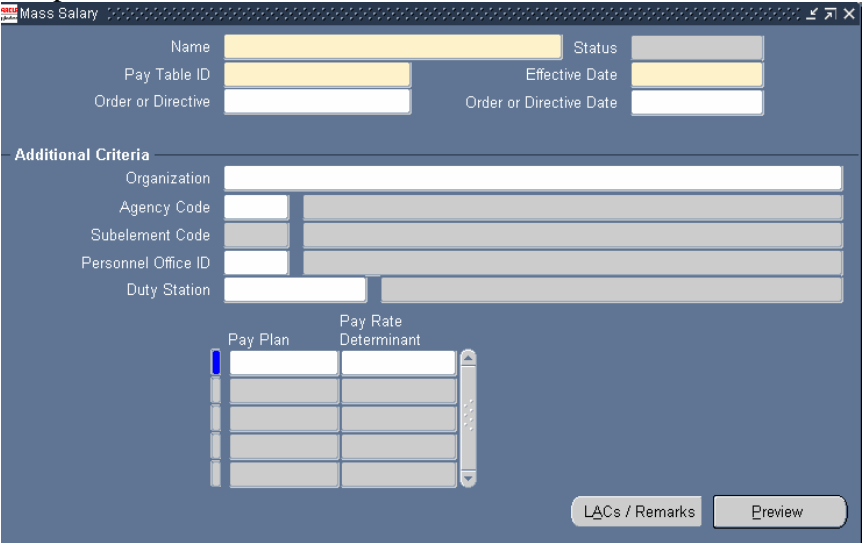
The capability to create and execute a Mass Salary Adjustment run is available in the CIVDOD Personnelist responsibilities. Execution of the processes should be accomplished by or coordinated with system administrators to minimize system workload impact.

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Processing Mass Pay Adjustments, Continued

Processing Mass Salary


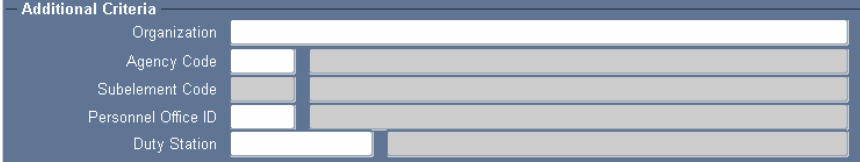
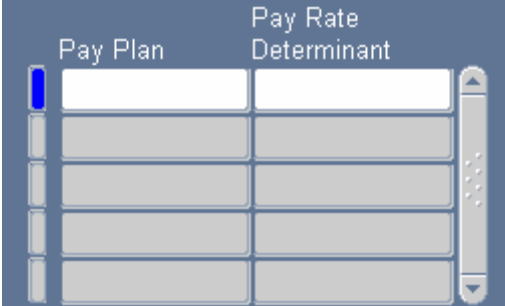
Mass Salary Preview may be run at any time with or without benefit of salary schedule table update. The preview will display all records that will be selected for processing with the execution. **Final Mass Salary** may not be run until appropriate salary tables have been loaded in accordance with system patch instructions. All system patches that contain salary tables will be date sensitive to ensure accuracy of record updates.

Step	Action
1	<p>Navigation Path ▢ <i>Mass Actions</i> ▢ <i>Mass Salary</i> ▢ <i>Preview Mass Salary</i> ▢ <Open>.</p>  <p>Note: The Preview Mass Salary menu item is exactly like the Final Mass Salary window, but without the <Execute> Button. A mass salary run may be created on either the Preview Mass Salary or the Final Mass Salary window.</p>
2	<p>The Mass Salary window opens. Place the cursor in the Name data field, type in a unique name that will identify the pay table being processed and any other unique parameters included in the run. Each pay table number to be previewed requires a separate setup.</p> 
3	<p>In the Pay Table ID data field, Click the LOV icon to select a pay table number. Wage salary tables have a “W” prefix because there is no tie between a pay table number and a name. It does not come from OPM with the “W” prefix.</p>

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Processing Mass Pay Adjustments, Continued


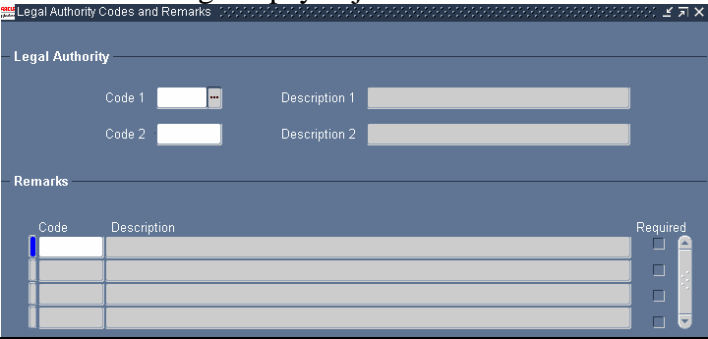

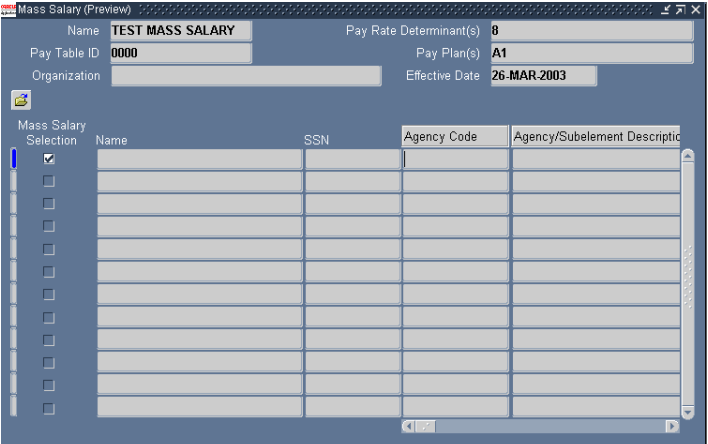
Processing Mass Salary (continued)

Step	Action
<p>4</p> 	<p>If the preview run will be saved and used for the final execution, the <i>Executive Order Number and Executive Order Date</i> data fields may be included at this time, but are not required. Data fields should be left blank if the preview is being run in advance of the signing of the Executive Order.</p> <p>Notes: Executive Order fields apply only to General Schedule and equivalent increase, including special rate GS tables. The system will default the “E.O.” to the SF-50 print, so only the executive order <u>number</u> is required. Executive Order Date is the date the order was signed; e.g., dd-mmm-yyyy.</p> <p>Click the LOV icon to enter the <i>Effective Date</i>. This is the date the pay table that the system populates once the action is saved.</p>
<p>5</p>	<p>The Additional Criteria Region has optional fields for <i>Organization, Agency Code, Subelement Code Personnel Office ID, and Duty Station</i>. The fields are available for entry only in the event the records selected must be limited to one or more of the data fields.</p> 
<p>6</p>	<p>Click the LOV icon to select the <i>Pay Plan and Pay Rate Determinant</i>. It is required to select the records to be processed. Exclusion of any combination will result in the records not being previewed.</p> 

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Processing Mass Pay Adjustments, Continued

Processing Mass Salary (continued)

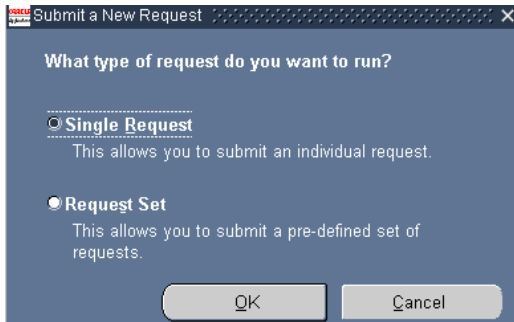
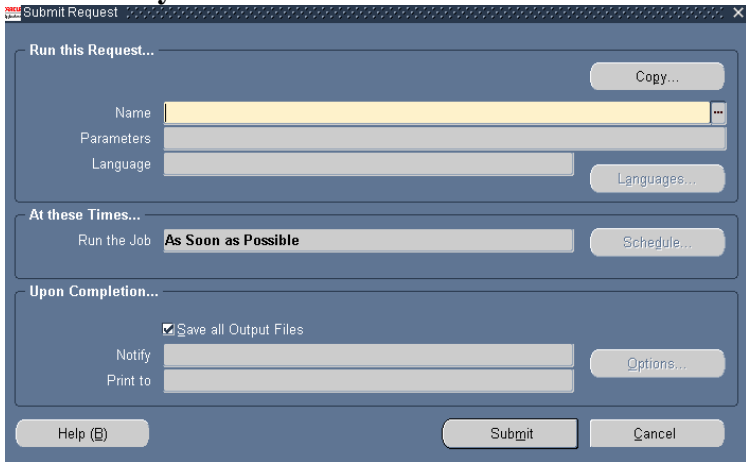
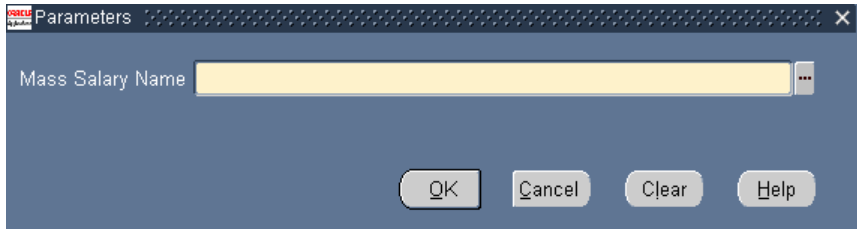
Step	Action
7	<p>Click the <LACs/Remarks> button. Place the cursor in the Code I data field, click the LOV icon and select a code.</p> <p> Note: Standard authority codes and SF-50 for grade and pay retention remarks designated in the OPM Guide to Processing Personnel Actions (GPPA) will be automatically written to the NPAs and should not be input on this screen. Any additional authority codes or remarks documented in the OPM instructions for documenting the pay adjustment will need to be included here.</p> 
8	Click the Save icon and exit window.
9	<p>The Mass Salary window opens with the Status data field populated with “Unprocessed.”</p> 
10	<p>Click the <Preview> button. Use the bottom scroll bar, to view the Old and New Salaries All salary fields are provided in the view as well as Pay Plan, Grade, Step, and Pay Rate Determinant.</p> 
11	After viewing the records, click the Save icon

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Processing Mass Pay Adjustments, Continued

Submitting Processes and Reports

This is normally accomplished by the System Administrator. A Personnelist cannot process these reports. A separate run must be accomplished for every pay table. This does not update an employee record nor produce an NPA. It will create an RPA for each selected employee.

Step	Action
1	Navigation Path Π Processes and Reports Π Submit Processes and Reports Π <Open>.
2	<p>The Submit a New Requests window opens. click the <OK> button</p> 
	<p>Click the LOV icon in the Name data field, to select “Process Mass Salary” then click the <OK> button.</p> 
3	<p>The Parameters data field opens. Use the LOV's to select the appropriate Mass Salary Name (i.e., Mass Salary Process to run), then click the <OK> button.</p> 

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Submitting Processes and Reports (continued)


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Processing Mass Pay Adjustments, Continued

Submitting Processes and Reports (continued)

Step	Action
7	After the status has completed normal Click the < Diagnostics > button to check the run time. The Request Diagnostics window opens and gives you the status of your report.
8	Click < Save >. Exit the windows and return to the Navigation List .


Initiating Future Dated SF52 for Processing

Step	Action
1	Click the Submit New Requests button in the <i>Name</i> data field, click the LOV icon to select “Initiate Process Future Dated SF52 Due for Processing” then click the < OK > button.
2	Select a printer, and change the number of copies to “O” and < Submit > the request.
3	Follow steps 3-8 from the previous procedure, Submitting Processes and Reports.
	Note: The Request Diagnostics window provides information about Warnings and Errors. You are directed to the Process Log or the Concurrent Manager log for specific information.




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Processing Mass Pay Adjustments, Continued

Initiating Future Dated SF52 for Processing

Step	Action
1	Navigation Path ▢ <i>Federal Maintenance Forms</i> ▢ <i>Process Log</i> ▢ <i><Open></i> .
2	<p>The Process Log Errors window opens. select the Process view results</p> <p> Note: All processes that have run may be viewed. The latest run open first. Use the page-down key or the scroll bar to view others. Use the right and left arrow keys to view long lines of text.</p> <p>The Log Text Region contains the employee identification information and the reason for the error or warning. In most cases, the RPA shows a request number, and you will find the action in your WGI Personnel Box</p>
3	Close the window and return to the Navigation List .


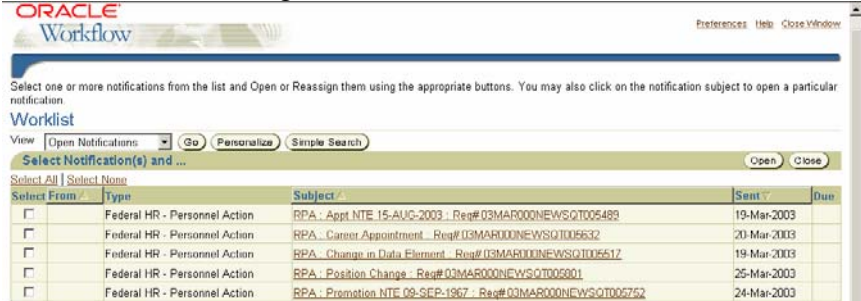
Printing the NPA (SF-50)

Step	Action
1	Navigation Path ▢ <i>Processes and Reports</i> ▢ <i>Submit Processes and Reports</i> ▢ <i><Open></i> .
2	The Submit a New Requests window opens. click the <OK> button Place the cursor in the Name data field, click the LOV and select "Batch Print Notification of Personnel Action."
3	<p>In the Parameters data field, click the LOV icon to open the Parameters window. With your cursor in the NOA Code data field, click the LOV icon and select "894" for pay adjustment or type it in. No other parameters are required. Click the <OK> button.</p> <p> Caution: If you click "yes" in the Reprint Printed SF50s data field, it will print ALL previously printed SF50s.</p> <p> Note: The data fields, Reprint Printed SF50s, Front Page, and Back Page automatically populate with "Yes" or "No."</p>
4	<p>Select the printer in the Options Region. Click the <Submit> button.</p> <p> Note: Follow steps 6-9 in this procedure under Submitting Processes and Reports to review your request.</p>

Continued on next page

Processing Mass Pay Adjustments, Continued

Printing the NPA (SF-50) (continued)

Step	Action
5	Access your Workflow Inbox to correct the pay adjustment actions that could not process because of a problem in the employee record. Review and correct each action to ensure the employee receives the appropriate pay adjustment.
6	<p>In your Workflow Inbox, select the action to correct and click the action to Open. The Action window opens. Make the necessary corrective action to resolve the error condition and process the pay adjustment. Click the <Respond> button.</p> <p> Note: Be sure to scroll to the bottom of the Message Box to view the entire error message.</p> 

Viewing Current Pay Tables

Purpose

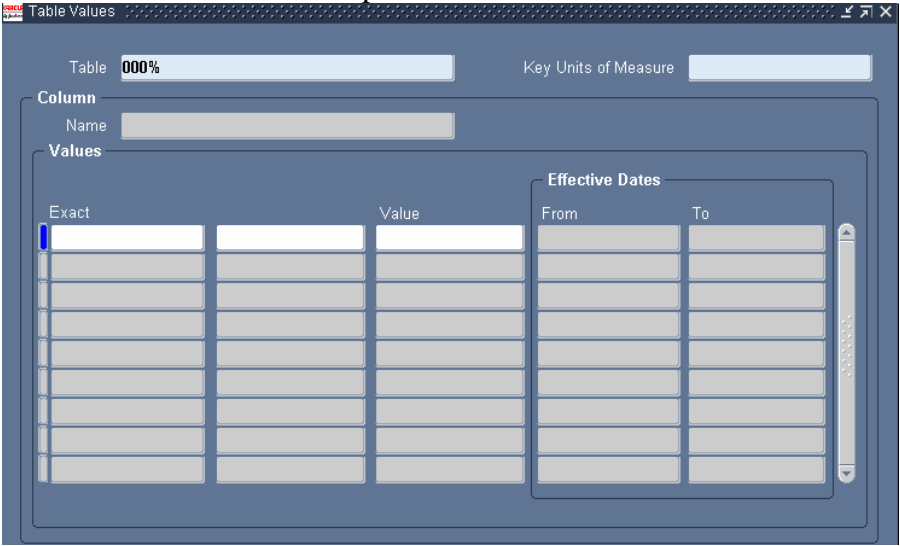
This section guides you through the steps for viewing current pay tables.

Viewing the Current Pay Table

Note: These are current pay tables, so there is no *To* or ending date. Also, during development, the salaries on the tables must be defined so that HR knows how to handle the monetary units for printing and other purposes. For example, the screens above reflect tables with money defined as a monetary unit of “whole US dollars.” However, other tables may be defined differently:

- Wage Tables in the US are defined as “US dollars and cents” and must be built with the decimal point included (dollars to the left of the decimal, and cents 2 places to the right of the decimal).
- Special pay tables, such as the *Demo Project at China Lake*, have extra columns, such as “high step” which is necessary to perform their pay outs each year.

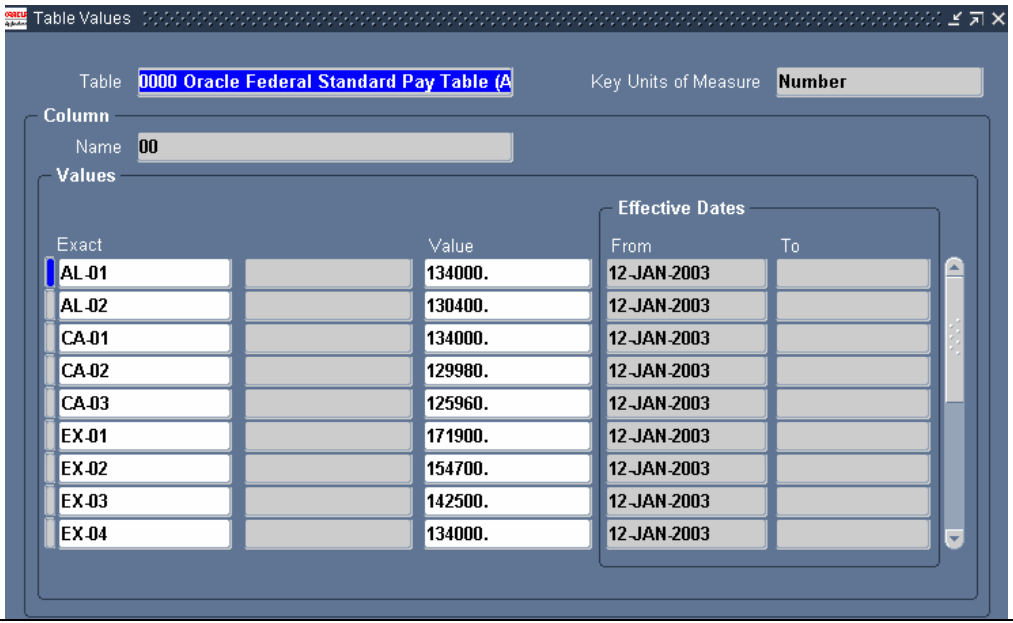
Korean local national pay table open “Won” instead of dollars in the salary field, so the number of digits may be more or less than that of an annualized GS type salary.

Step	Action
1	Navigation Path ▢ <i>Other Definitions</i> ▢ <i>Table Values</i> ▢ <Open>.
2	<p>The Table Value window opens.</p>  <p>Press the F11 key in the <i>Table</i> data field; enter the <i>Pay Table ID</i> number you are looking for, such as 0000. If you do not know the entire number, enter “00%,” then CTRL + F11 key.</p>

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Viewing Current Pay Tables, Continued

Viewing the Current Pay Table (continued)







Step	Action
3	<p>“00%” open Pay Table ID 0000 first. It is the table for regular rate GS type employees. The Step (00) open in the Name data field in the Column Region.</p> <p>The Values Region, Pay Plan, and Grade display in the Exact Column. Salary open in the Value Column; and the beginning and ending dates of the table are in the From and To data fields of the Effective Dates Column.</p>
4	<p>Use the down arrow key on the keyboard to scroll to the next step on the table. You can scroll back and forth through the table. To see different pay plans and grades in the Exact Column, use the left scroll bar and move it down to view the GG and GS pay plans and grades on the table.</p> 
5	To view another table, query again.

Viewing Past Pay Tables

Purpose

This section guides you through the steps for viewing past pay tables to make corrections and cancellations

Viewing Past Pay Tables

Step	Action
1	Navigation Path  <i>Other Definitions</i>  <i>Table Values</i>  <Open> .
2	Press the F11 key in the Table data field; enter the Pay Table ID number you are looking for, such as 0000. If you do not know the entire number, enter “00%,” then CTRL + F11 key.
3	Click the Alter Effective Dates  icon on the Main Menu Bar.
4	 <p>In the Effective Dates Region, enter the date for the time frame you want to view; e.g., if you need to look at a 2000 pay table, choose the effective date of the table or if unknown, choose a date within the month of the effective date. If the table opens a 1999 pay table, you will need to choose a later date to view.</p> <p>Note: As each new pay table replaces an old one, the current table is end dated one day prior to the effective date of the new table and becomes “historical.”</p>
5	<p>The Table Values window open. This is an example of a date tracked historical table (OPM Standard Pay Table 0000 for 2000):</p> 

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